



**CITY OF WINSTON-SALEM
FORSYTH COUNTY, NORTH CAROLINA
MARCH 26, 2014**

**REQUEST FOR LETTERS OF INTEREST/STATEMENTS OF QUALIFICATIONS
FOR
PROFESSIONAL LANDSCAPE AND STREETScape DESIGN, MULTIMODAL
TRANSPORTATION PLANNING, VISUALIZATION, AND MULTI-USE TRAIL
DESIGN, SURVEY AND LAYOUT**

**THE CITY OF WINSTON-SALEM DESIRES TO ENGAGE A PRIVATE FIRM FOR
THE FOLLOWING PROJECT:**

A COMPREHENSIVE STREETScape DESIGN AND COST ESTIMATE OF BUSINESS 40 (US 421) FROM WEST OF FOURTH STREET TO EAST OF CHURCH STREET, INCLUDING THE CONCEPTUAL DESIGN OF A MULTI-USE BICYCLE/PEDESTRIAN PATH WITHIN THE CORRIDOR WITH CONNECTIONS TO THE CITY'S STROLLWAY

North Carolina Department of Transportation (NCDOT) Work Codes: 132, 141, 276 and 316

Project Background: The NCDOT is in the early planning stages for the reconstruction and improvement of the Business 40 (US 421) freeway (TIP Project U-2827B), from west of Fourth Street to east of Church Street in downtown Winston-Salem. The 1.2 mile long project includes the replacement of ten (10) bridges, rebuilding the highway's pavement, and improving related roadway infrastructure beginning in 2016 with completion by 2021. The project's primary goal is to enhance the overall safety of the corridor by improving interchange spacing and ramp geometrics, reducing the number of interchanges, widen shoulders, improve bridge clearances, provide better lighting, and bringing other design elements up to modern standards. The project will not add capacity to the highway but will make the current highway as safe and as efficient as possible.

NCDOT has also initiated a public process to improve the aesthetic appearance of the future bridges, interchanges and related roadway infrastructure. Numerous public meetings, hearings and workshops have been held the last few years to help define the look and visual components for the proposed project.

Parallel to the public process, the Creative Corridors Coalition (C3), a private non-profit citizens group, developed its own master plan and design guidelines for the corridor in 2011 and it was adopted by the City of Winston-Salem. The C3 master plan has four main elements in its design – that the corridor will become a Green, Artful, Iconic, Network (GAIN). While most of the basic decisions of the freeway's geometric design are featured in the roadway's "deep cut" alternatives, the appearance of the corridor from end to end has of yet not been decided. The need for bringing the elements of both processes into developing a comprehensive streetscape design for the entire corridor is apparent.

Proposed Project Scope: The work will include, but not be limited to, professional services including a comprehensive and detailed streetscape design with specifications that may be used in the proposed design/build process for the highway project. The selected consultant will also expand that design to provide recommendations for an area adjacent to the highway's defined right-of-way including cross-streets and parallel streets at least one block in depth from the highway. The design must reflect the NCDOT's two "deep cut" alternatives currently under consideration. Upon agreement of this design and specifications, the consultant will develop a detailed cost estimate and possible project phasing.

An important component of this project's design is the incorporation of a multi-use bicycle/pedestrian path within or adjacent to the reconstructed highway linking downtown, the Strollway, the BB&T Ballpark pedestrian bridge, Wake Forest University Medical Center and Winston-Salem State University area. The multi-use path would be physically separated from the highway's travel lanes and shoulders, either vertically or horizontally, or both, and be designed not to interfere with the highway's operation.

Additional Projects or Tasks: The City may elect to negotiate with the selected firm to perform additional services on this or other projects. Additional work or contracts, if any, will be dependent on consultant performance on originally assigned work.

Selection Criteria: Please do **not** submit fee information with your submittal. The City selects firms to provide professional services based on demonstrated competence and qualification. Once a firm is selected, the City will enter into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. The City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should contract/fee negotiations fail. Once a firm is selected, a detailed scope of services (broken down by specific milestone events/deliverables), and associated fee proposal, and implementation schedule will be refined, agreed to and once signed, will be identified and attached to the City's standard professional services agreement form.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. The landscape architects and civil engineers performing the work and responsible for the work must be registered in the State of North Carolina with the NCDOT and must have a good ethical and professional standing. It will be the responsibility of the selected firm to verify the registration of any corporate subsidiary or sub-contractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000.00. The firm must also have an adequate accounting system to identify costs chargeable to the project.

All qualified firms who submit responsive Letters of Interest will be considered. The evaluation of these firms will be based on the firm's overall experience, past performance, knowledge, and familiarity with type of work required, and the experience of proposed staff to perform specific work required, including any sub-consultants.

Priority consideration will be given to firms that maintain an office in North Carolina and staffed with an adequate number of employees deemed by the City to be capable of performing a majority of the work required.

The City of Winston-Salem in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

FORMAT FOR SUBMISSION OF A LETTER OF INTEREST

The Letter of Interest should be limited to fifteen (15) pages including the cover sheet. A Letter of Interest containing more than 15 pages will not be considered. In order to reduce printing costs and to facilitate recycling, we request that only electronic Letters of Interest in PDF format be submitted prior to the deadline. The PDF copy should be e-mailed to: grege@cityofws.org.

Section I - Cover/Introductory Letter

The introductory letter should be addressed to Greg Errett, AICP, Transportation Planning Manager. The letter should be no more than two (2) pages and should contain the following information:

- Expression of firm's interest in executing the work;
- Statement of any possible conflicts of interest; and
- Summation of information contained within the letter of interest, including an email address and telephone number for the firm's contact person.

Section II - Evaluation Factors

This section is limited to seven (7) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience;
- Understanding of the project;
- Unique qualifications of key team members; and
- Identify type and location of similar work performed within the last seven (7) years

Section III - Supportive Information

This section is limited to six (6) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location(s) of the firm's North Carolina personnel and resources to be assigned to the work; and
- Other relevant information

All firms are invited to submit letters of interest for providing the requested landscape architecture, civil engineering and urban design services to the City by **5:00 p.m. on Thursday April 17, 2014**. Letters of interest submitted after this deadline will not be considered. The submittal, in PDF format, should be submitted to Greg Errett, AICP, Transportation Planning Manager to the following e-mail address: grege@cityofws.org.

Firms submitting Letters of Interest are encouraged to carefully check them for conformance to the requirements stated above. If Letters of Interest do not meet these requirements, they will be disqualified. No exceptions will be granted.

All questions concerning this request for Letters of Interest or the scope of this work should be directed to Greg Errett, AICP, Transportation Planning Manager, grege@cityofws.org, phone (336) 747-6871. If you feel the information provided is inadequate to submit a Letter of Interest, please contact Mr. Errett.

The firm selected will be notified by telephone. Notification will **not** be given to those firms not selected.